

Cyngor Tref Treffynnon Holywell Town Council

Swyddfeydd Bank Place,
Treffynnon,
Sir y Fflint, CH8 7TJ

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Gwefan/Website: holywell.wales

NOTE: The following meeting will be a hybrid meeting.

If members of the public or press wish to attend remotely, they should email the Clerk town.clerk@holywell.wales for further guidance.

To: All Members of the Council

14th June 2024

Dear Councillors,

Notice is given that a meeting of **Holywell Town Council** will be held in the **Council Chamber, Bank Place Offices, Holywell** on **Wednesday 19th June 2024 at 6.00pm**, and you are summoned to attend to transact the business specified in the Agenda set out below.

Yours faithfully

J. Baker
Town Clerk and Financial Officer

AGENDA

1. PRESENTATION TO MAYOR'S HONOUR CADETS

The Mayor to receive the newly appointed honour cadets, from Holywell Army Cadets, to support their work during the 2024/25 Civic Year, and present the official badges.

2. PRESENTATION – LONG SERVICE AWARD

The Mayor to present a long service award and certificate to Councillor E.B. Palmer in recognition of twenty years' service with the Council.

3. SPEAKER – JESSICA WELLSTEAD, FLINTSHIRE COUNTY COUNCIL

Jessica Welstead, Transport Strategy Officer, Flintshire County Council will attend the meeting and update members on the recent Safe Route to Schools works programme covering the Holywell area.

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4. APOLOGIES FOR ABSENCE

To receive apologies for absence.

5. DECLARATIONS OF INTEREST - MEMBERS' CODE OF CONDUCT

Members are reminded that they must declare the existence and nature of their declared personal interests.

6. MAYOR'S REMARKS

7. MINUTES & MEETINGS

7.1. To receive and confirm as a correct record the attached minutes of the following meetings:

- Annual Meeting of Holywell Town Council held on Wednesday 15th May 2024.

7.2. Meetings of Committees and Working Groups

- To consider any recommendations for approval from Committees (where not delegated) and working groups held.

7.3. Membership Request – Development Committee

Members to consider a request from Cllr L.A. Carter to join the Development Committee.

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Annual Meeting of Holywell Town Council** held at the Stamford Gate Hotel, Halkyn Road, Holywell, on Wednesday 15th May 2024 at 6.00pm.

PRESENT: Councillor L. Corbett (Elected Mayor).

Councillor L.A. Carter (Retiring Mayor).

Councillors: C. Argent, P. Cooper, P. Corbett, P. Curtis, I. Hodge, P.A. Johnson, M. Lewis-Jones, E.B. Palmer, B. Scragg, M. Sprake, and D. Thomas.

APOLOGIES FOR ABSENCE were received from Councillors J. Jones, and S. Rush.

IN ATTENDANCE: J. Baker (Clerk), M.G. Fearnley (Deputy Clerk), and C. Pickstock (Support Officer).

The Holywell Town Crier Mr Chris Baglin read out this evening's itinerary, and introduced the Holywell Band, who had recently won the Welsh Regional Championships, and would be competing at the National Championships in September.

1. ELECTION OF TOWN MAYOR – MUNICIPAL YEAR 2024/25

The retiring Mayor asked for nominations for Mayor of Holywell for the Civic Year 2024/25. Councillor L. Corbett was proposed and duly seconded.

RESOLVED:

That Councillor L. Corbett (Holywell East Ward) be elected Mayor of Holywell Town Council for 2024/25.

Investiture of Chain of Office, Signing of Declaration of Office, and other formalities.

The new Mayor was invested with the Chain of office and signed the Declaration of Acceptance of Office and exchanged gifts with the retiring Mayor.

Mayor's Opening Statement for 2024/25

The Mayor thanked members for their nomination and support and thanked retiring Mayor Councillor Lynda Carter for their hard work during their year of office. The Mayor's Consort was to be Christopher Corbett. The four Mayor's charities were confirmed as Age & Dementia Holywell, Holywell & Greenfield Churches, Holywell Leisure Centre, and Holywell Debonaires Morris Dancers. Further information would follow on the Civic Sunday and Charity Ball arrangements. The Mayor stated that work in the community was to be a key theme for the coming year.

2. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
10.2.	P.A. Johnson		✓	Holds Cabinet Member responsibility for enforcement aspects
12.2.	P.A. Johnson		✓	Holds Cabinet Member responsibility for this consultation
12.2.	I. Hodge		✓	County Councillor involvement in this consultation
12.2.	E.B. Palmer		✓	County Councillor involvement in this consultation

Nb. Those members that declared a prejudicial interest all left the meeting room and took no part in the debate of the stated item.

3. ELECTION OF DEPUTY TOWN MAYOR – MUNICIPAL YEAR 2024/25

The Mayor asked for nominations for Deputy Mayor of Holywell for the Civic Year 2024/25. Councillor M. Sprake was proposed and duly seconded. Councillor E.B. Palmer was proposed and duly seconded.

RESOLVED:

That Councillor M. Sprake (Greenfield Ward) be elected Deputy Mayor of Holywell Town Council for 2024/25, with Fi Vaughan confirmed as Deputy Mayor's Consort.

Cllr I. Hodge requested that the vote be recorded:

Name	Cllr M. Sprake	Cllr E.B. Palmer	Abstained
Argent C.	✓		
Carter L.A.	✓		
Cooper P.	✓		
Corbett L.	✓		
Corbett P.	✓		
Curtis P.			✓
Hodge I.	✓		
Johnson P.A.		✓	
Lewis-Jones M.		✓	
Palmer E.B.		✓	
Scragg B.	✓		
Sprake M.	✓		
Thomas D.		✓	
Totals	8	4	1

4. COMMITTEES, WORKING GROUPS & OUTSIDE BODIES

4.1. Attendance Report 2023/24

Members received the attendance report for the 2023/24 civic year.

Name	Possible	Actual	%
<i>Councillors</i>			
ARGENT C.	12	5	42%
CARTER L.A.	29	20	69%
COOPER P.	13	9	69%
CORBETT L.	19	18	95%
CORBETT P.	24	21	88%
CURTIS P.	12	6	50%
DOLPHIN R.	4	2	50%
HODGE I.	23	21	91%
JOHNSON P.A.	16	12	75%
JONES J.	18	10	56%
LEWIS-JONES M.	23	18	78%
PALMER E.B.	26	18	69%
RUSH S.	22	9	41%
SCRAGG G.B.	23	20	87%
SPRAKE M.	22	21	95%
THOMAS D.	22	22	100%

4.2. Appointments to Committees, Working Groups & Outside Bodies 2024/25

Consideration was given to appointing Committees, Working Groups and Outside Bodies Representatives for the forthcoming civic year. Members had before them for this purpose the schedules of the current representation.

RESOLVED:

That the Committees, Working Groups and Outside Bodies Representatives for 2024/25 be appointed as follows:

HOLYWELL TOWN COUNCIL COMMITTEES 2024/25

***Note:** The Mayor is an ex-officio Member of all Committees*

Chair's Advisory Committee

Mayor, Deputy Mayor, All Elected Chairs

Development Committee

Councillor P. Cooper
Councillor I. Hodge
Councillor P.A. Johnson
Councillor M. Lewis-Jones
Councillor E.B. Palmer
Councillor S. Rush
Councillor B. Scragg
Councillor M. Sprake
Councillor D. Thomas

Resources Committee

Councillor L.A. Carter
Councillor P. Cooper
Councillor P. Corbett
Councillor J. Jones
Councillor M. Lewis-Jones
Councillor E.B. Palmer
Councillor B. Scragg
Councillor M. Sprake

Town Centre & Events Committee

Councillor L.A. Carter
Councillor P. Corbett
Councillor I. Hodge
Councillor E.B. Palmer
Councillor S. Rush
Councillor D. Thomas

HOLYWELL TOWN COUNCIL WORKING GROUPS 2024/25

Financial Assistance

Councillor L.A. Carter
Councillor I. Hodge
Councillor E.B. Palmer
Councillor B. Scragg

Events

Councillor L. Corbett
Councillor E.B. Palmer
Councillor D. Thomas
External Members

HOLYWELL TOWN COUNCIL

Representatives on Outside Bodies 2024/25

(a) North & Mid Wales Association Of Local Councils	Councillor I. Hodge Councillor E.B. Palmer
(b) Halkyn Mountain Common Joint Consultative Board	Councillor P.A. Johnson Councillor C. Argent
(c) Flintshire County Forum	Councillor L. Corbett Councillor J. Jones
(d) Greenfield Valley Trust Partnership Group	Councillor E.B. Palmer (FCC Rep) Councillor I. Hodge (FCC Rep) Councillor M. Lewis-Jones Councillor S. Rush Councillor M. Sprake Councillor D. Thomas
(e) Transition Holywell & District	Councillor P. Corbett
(f) Friends of the Holway	Councillor C. Argent Councillor J. Jones
(g) Age & Dementia Friendly Holywell	Councillor I. Hodge
(h) Holywell & Greenfield Area Railway Station Forum	Councillor C. Argent Councillor P.A. Johnson Councillor B. Scragg Councillor M. Sprake
(i) North & Mid Wales Rail Liaison Committee	Councillor I. Hodge Councillor M. Lewis-Jones (Sub)
(j) Holywell Air Cadets	Councillor M. Lewis-Jones Councillor P. Curtis Councillor E.B. Palmer

(k) West Flintshire Group of Councils	Councillor E.B. Palmer
(l) Governor - Ysgol Maes-y-Felin	Councillor I. Hodge
(m) Governor – Ysgol Maes Glas	Councillor M. Sprake
(n) Governor – St. Winefrides RC School	Councillor P. Cooper
(o) North Wales Police Ward Representatives	Councillor L.A. Carter (West) Councillor L. Corbett (East) Councillor P. Corbett (Central) Councillor M. Sprake (Greenfield)

5. AUTHORITY FOR SIGNING ORDERS/INVOICE PAYMENT VALIDATION

RESOLVED:

- 1) That the Council's appointed bank (HSBC) be authorised to honour all cheques and other orders or instructions signed on behalf of the Council by two Members and the Clerk.
- 2) That the current authorised signatories for (1) above be confirmed as follows:
Councillors P. Corbett, E.B. Palmer, B. Scragg and D. Thomas. Clerk to arrange for new mandate forms where appropriate.
- 3) That the nominated Councillors for checking and validation of monthly invoice payments, payroll transactions, and banking entries be confirmed as Councillors L.A. Carter, and I. Hodge.

6. MINUTES & MEETINGS

6.1. Minutes of Meetings

RESOLVED:

That the minutes of the following meetings be approved as a correct record.

- Holywell Town Council meeting held on Wednesday 17th April 2024.
- Town Centre & Events Committee held on Wednesday 8th May 2024.

7. PLANNING

7.1. New Planning Applications

Consideration was given to applications forwarded to the Town Council as part of the County Council's planning consultation.

RESOLVED:

That the following responses be submitted to the County Planning Authority.

Application Number	Proposal Details
FUL/001083/23	PROPOSAL: PROPOSED EXTENSION AND ALTERATIONS. LOCATION: Highfield Cottage, The Beeches, Milwr, Holywell, CH8 7SW. The Council had no objection to this application.

8. ACCOUNTS

8.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS – APRIL 2023

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
10059 - 10061	BP	Council Staff	Staff Salaries - Apr 24	5,917.36	***
10062	BP	HMRC	Staff NI/PAYE - Apr 24	1,845.61	***
10063	BP	Clwyd Pension Fund	Staff Pension - Apr 24	461.06	***
10064	BP	Flintshire County Council	CCTV Charges Apr-Jun 24	2,650.16	*****
10065	BP	Tadmark Ltd	6x3 Banner Mayors Tea Party	37.98	****
10066	BP	Chubb Fire & Security	Fire Prevention Equipment Contract 24/25	304.56	****
10067	BP	Zurich Municipal	Council Insurance Policy 24/25	2,620.51	****
10068	BP	North Wales Association of Local Councils	3 Lunches CQ Meeting 19th April	69.00	****

10069	BP	Philip Jones Computers	ICT Support Costs Q4 23/24	166.48	****
10070	BP	Holywell Garden Centre	Dispensers/NBs/Book Exchange	180.00	****
10071	BP	One Voice Wales	Cllr L. Corbett - Code of Conduct/Chairing Skills	38.00	***
10072	BP	Newydd Catering	Cleaning Contract 23/24	1,123.09	****
10073	BP	Mold Town Council	2 Tickets for Mayors Charity Concert	30.00	///
10074	BP	Stamford Gate Hotel	Annual Meeting Deposit	100.00	^^
10075	BP	Npower	Electric Events Hub Mar 24	62.42	****
10076	BP	Dannys Deli	Buffet Food Mayors Tea Party	200.00	^^
10077	BP	Cllr L.A. Carter	Civic Expenses Apr 24	44.25	///
10078	BP	Sian Jones Translation Services	Translate Documents	6.25	****
10079	BP	Holywell & Greenfield Churches	DJ Services Mayors Tea Party	50.00	^^
10080	BP	Holywell Garden Centre	Caretaker Works	450.00	^^
10081	BP	The Flower Bowl	Aqua Bouquets for Annual Meeting	70.00	^^
10082	BP	Plug Tech	PAT Testing Electrical Items	102.30	****
10083	BP	A Little Magic	PACT Grant Sessions	30.00	^^
10084	BP	Cheshire West & Chester	FABC Radio Subscription Vic Hotel	300.00	***
10085	BP	Aura Leisure & Libraries	Fit Fed & Read Programme 2024	1,000.00	^^^
10086	BP	Daydream Designs	Website Tech Support Apr24	94.80	****
10087	BP	Rialtas Business Solutions	Alpha Software Annual Support and Maintenance Licence	332.40	****
10088	BP	JRB Enterprises	Dog Waste Bags for Dispensers	160.44	****
10089	BP	Pure Glass	Clean Office Windows Internal and External	110.00	****
10090	DD	British Telecom	Phone & Broadband	74.82	****
10091	DD	Opus Energy	Gas Bank Place	321.96	****
10092	DD	BNP Paribas	Copier Lease	202.80	****
10093	DD	EDF Energy	Electric Bank Place	43.45	****
10094	DD	British Telecom	Phone & Broadband	4.21	****
10095	DC	Ionos Cloud	Office Premium/Mail Pro	100.59	****
10096	DC	W. Bevan & Sons	Cable Ties	9.50	****
10097	DC	Tesco	Refreshments	1.20	****
10098	DC	Waterhouse Flowers	Vase Flower Displays	150.00	^^
10099	DC	Tesco	Refreshments	1.20	****
10100	DC	Home Bargains	Stationery	11.77	****
10101	DC	Home Bargains	Cake Stand	1.49	^^

10102	DC	Card Factory	Tea Party Items	14.38	^^
10103	DC	Asda	Balloons Tea Party	1.50	^^
10104	DC	Sainsburys	Tumbler Tea Party/Equipment	5.25	^^
10105	DC	Jungle Culture	Bamboo Straws & Pouches	162.99	^^
10106	DC	Tesco	Tea Party Items	39.60	^^
10107	DC	Coco Sweets	Chocolates for Tea Party	40.00	^^
10108	DC	Tesco	Tea Party Items	7.90	^^
10109	DC	Zoom	Zoom Pro Subscription	15.59	****
10110	DC	Post Office	Stamps	17.60	****
10111	DC	Amazon	Recycled Paper Sticker	11.19	****
10112	DC	Amazon	Paper and Cardboard Office Bin	29.99	****
10113	DC	Tesco	Refreshments	1.20	****
10114	DC	Amazon	Banquet Roll	23.99	^^
10115	DC	Amazon	Table Cloths	16.95	^^
10116	DR	HSBC Bank	Bank Charges Mar 24	21.75	****
TOTAL				19,889.54	

INCOME SCHEDULE/BANK TRANSFERS – APRIL 2023

Date	Debtor Name	Income Details	Amount £
30/04/23	Flintshire County Council	Local Taxation Precept (1 of 3)	97,000.00
30/04/23	EV Charge	Car Charge Point Income	15.46
TOTAL			97,015.46

Cllr P.A. Johnson referred to the precept increase for this year. The Clerk confirmed the Council had received no enquiries about the precept increase that was applied from April 2024. Cllr I. Hodge stated he had received a compliment from a resident that referred to the small increase that was applied.

Powers to Make Payments:

- * The Independent Remuneration Panel for Wales (IRPW) Regulations for the remuneration of members and co-opted members of relevant authorities – Part 5 Community/Town Councils
- // Local Government Act 1948 S.33
- /// Local Government Act 1972 S.34
- ** Local Government Act 1972 S.137
- *** Local Government Act 1972 S.112, 151
- **** Local Government Act 1972 S.133
- ^ Local Government Act 1972 S.111
- ^^ Local Government Act 1972 S.144, S.145
- ^^^ Local Government (Miscellaneous Provisions) Act 1976 S.19
- ^^^ Local Government Act 1972 S.143
- *^ Local Government Act 1972 S.140
- **^ Local Government Act 1972 S.176

**^^ Local Government Act 1972 S.13
 ^^ Local Government Act 1972 S.34
 **^* Local Government (Misc. Provisions) Act 1953 S.4
 ^^** Local Government Act 1972 S.173, S.174
 ^^* Local Government (Miscellaneous Provisions) Act 1976 S.4
 < Local Government Act 1972 S.124
 # Local Government Act 1972 S.142
 ## Representation of the People Act 1983 S.34 (repealed by Representation of the People Act 1985)
 ### War Memorials (Local Authorities' Powers) Act 1923
 #### Litter Act 1983 S.5-6
 ***** Local Government & Rating Act 1997 S.31
 ^* Parish Councils Act 1957 S.3; Highways Act 1980 S.301

8.2. Greenfield By-Election Invoice

The above invoice in the sum of £3,569.62 remained unpaid and in dispute. The Clerk had reiterated the Council's concerns to the County Elections office, who had asked for evidence of how wide scale the problems were. The Clerk was now receiving enforcement contact to settle the amount owing. Members reiterated their objections based on the incorrect address and the non-delivery/late delivery of the poll cards, by Royal Mail. Members stated the invoice remained in dispute and on hold.

RESOLVED:

That the Clerk contacts the Elections Office to request an officer attend a future meeting of the Resources Committee, to discuss the matter further. Members also requested a copy of the poll card used.

9. COMMUNITY ENGAGEMENT

9.1. Monthly Report

A full report was to be provided next month. The Deputy Clerk stated that conditional approval had been given for an Activity and Events Grant for the Tower Gardens Improvement scheme, which included landscaping, murals and a covid memorial. Monitoring and evaluation were required to support the grant claim. Cllr P. Curtis passed on congratulations to all involved in the organising of the recent Food and Drink Festival, which was well attended and well received by the local community.

10. CORRESPONDENCE RECEIVED

10.1. One Voice Wales Innovative Practice Conference – Wednesday 3rd July 2024

Members discussed the above conference invitation that would take place at the Royal Welsh Showground, Llanellwedd this year.

RESOLVED:

That the conference invitation be noted as received.

10.2. Public Consultation - Reviewing the Council Tax Premium Scheme for Long Term Empty Properties and Second Homes in Flintshire

Members considered the above consultation sent out by the County Council. County Councils had discretionary powers to charge, or vary, a council tax premium of up to 300% above the standard rate of council tax on second homes and long term empty properties.

RESOLVED:

That a working group be formed to respond to the consultation. Councillors L.A. Carter and M. Sprake to attend.

10.3. Flintshire County Council Digital Surgeries

The County Council had requested use of the Town Council Offices to run some digital surgeries. The County Council's Digital Support Squad were trained workforce volunteers who were giving their time to help people get online. Some sessions had already been held at the Holywell Connects building. The dates offered were as follows:

- Tuesday 28 May – 10:00 – 12:00
- Monday 1 July 12:00 – 14:00
- Tuesday 20 August 10:00 – 12:00
- Tuesday 19 November 10:00 – 12:00

RESOLVED:

That the use of the Council Offices for the digital surgeries be approved. Clerk to contact the organisers to confirm the arrangements.

10.4. Reports Received

Members were informed that the following items had been received and were available for perusal from the Clerk. A copy was enclosed where the item is marked *, or ** if already circulated to Members:

Ref	Item	Status	Date Circulated
A	Flintshire County Council Updates	**	Various Dates
B	Welsh Government Updates	**	Various Dates
C	North Wales Police Alerts	**	Various Dates
D	One Voice Wales Updates & Training Courses	**	Various Dates
E	Planning Aid Wales Training Courses	**	Various Dates
F	OPCC Newsletters	**	Various Dates
G	Curious Travellers Exhibition and Event Holywell	**	15 th Apr 2024
H	FLVC Bulletin	**	18 th Apr 2024 & 7 th May 2024
I	Flintshire Fund Carbon Reduction Grant	**	22 nd Apr 2024
J	NMWALC Workplace Recycling Slides	**	22 nd Apr 2024
K	Thomas Pennant Bulletin	**	7 th May 2024

11. MEMBERS AGENDA ITEMS

Councillor	Subject	Motion
B. Scragg	Site Meeting to discuss Greenfield Railway Station	To invite Ken Skates MS, Cabinet Secretary for North Wales and Transport, to a site meeting with a member delegation from the Development Committee, to discuss the progress to date and next steps with the Greenfield Railway Station project.

Councillor B. Scragg provided some further background and context to the motion, which was critical to the local economy and transport infrastructure. Councillor I. Hodge would continue to press for support through the North and Mid Wales Association of Local Councils and North Wales Rail Liaison Committee.

RESOLVED:

That the Clerk writes to Hannah Blythyn MS to request a site meeting with Ken Skates MS to discuss the Greenfield Railway Station project. The full details of this project could be discussed further by the Development Committee at its next meeting.

12. REPRESENTATIVE REPORTS

Councillor I. Hodge updated members on the latest developments from the North Wales Rail Liaison Committee and reported that Avanti trains would run electrified to Crewe, and then on batteries to Holyhead.

Councillor L.A. Carter reported to members that she is now a member of the Green Party, with their policies closely aligned to her own views on the environment and ecology.

13. COUNTY COUNCILLOR REPORTS

There were no reports provided.

14. CLOSE OF MEETING

The Mayor closed the meeting at 7.10pm.

.....
Mayor

8. PLANNING

8.1. New Applications

To consider the applications received.

Application Number	Proposal Details
FUL/000397/24	PROPOSAL: DEMOLISH EXISTING PORCH (DUE TO STRUCTURAL FAILURE) & REBUILD PORCH WITH LARGER PLAN AREA TO INCORPORATE A CLOAKROOM WITH TOILET. LOCATION: 4, Bryn Teg, Holywell, CH8 7DP.

NOTES:

1. Full details of planning applications may also be viewed on Flintshire County Council's website www.flintshire.gov.uk or by contacting the Clerk.
2. **MEMBERS INTENDING TO DECLARE AN INTEREST IN RESPECT OF A PLANNING APPLICATION ARE PLEASE REQUESTED TO INFORM THE CLERK BEFORE THE MEETING.**
3. Notices of the County Council's planning decisions may be viewed by contacting the Clerk.

9. ACCOUNTS

9.1. Accounts for Payment

To approve the schedules of accounts for payment of expenditure (see attached).

SCHEDULE OF ACCOUNTS – MAY 2024

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
10117 - 10119	BP	Council Staff	Staff Salaries - May 24	5,915.16	***
10120	BP	Clwyd Pension Fund	Staff Pension - May 24	461.06	***
10121	BP	HMRC	Staff NI/PAYE - May 24	1,847.81	***
10122	BP	Cllr D. Thomas	Annual Allowance 2024/25	208.00	*
10123	BP	Cllr J. Jones	Annual Allowance 2024/25	208.00	*
10124	BP	Cllr C. Argent	Annual Allowance 2024/25	208.00	*
10125	BP	Cllr S. Rush	Annual Allowance 2024/25	208.00	*
10126	BP	Cllr B. Scragg	Annual Allowance 2024/25	208.00	*
10127	BP	Cllr M. Lewis-Jones	Annual Allowance 2024/25	208.00	*
10128	BP	Cllr M. Sprake	Annual Allowance 2024/25	208.00	*
10129	BP	Cllr P. Curtis	Annual Allowance 2024/25	208.00	*
10130	BP	Cllr L. Corbett	Annual Allowance 2024/25	208.00	*
10131	BP	Cllr I. Hodge	Annual Allowance 2024/25	208.00	*
10132	BP	Cllr E.B. Palmer	Annual Allowance 2024/25	208.00	*
10133	BP	Cllr L.A. Carter	Annual Allowance 2024/25	208.00	*
10134	BP	Cllr P. Cooper	Annual Allowance 2024/25	208.00	*
10135	BP	Cllr P. Corbett	Annual Allowance 2024/26	208.00	*
10136	BP	Black & White Security	Security at Food & Drink event 4/5/24	60.00	^^
10137	BP	A Little Magic	Face Painter Food & Drink event 4/5/24	200.00	^^
10138	BP	A Little Magic	Beauty Workshop April PACT Grant	85.00	^^
10139	BP	P&O Lloyd	Coach Hire Food & Drink event 4/5/24	320.00	^^
10140	BP	UK Vending Ltd	Drinks Machine Lease Hire 10/5 - 9/8	132.60	****
10141	BP	Welsh Water	Water Drink Fountain to Apr 24	10.16	****
10142	BP	Welsh Water	Water Events Hub to Apr 24	70.58	****
10143	BP	Kim Inspire	DJ Services Food & Drink event 4/5/24	50.00	^^
10144	BP	Ysgol Treffynnon	Eco Uniform Donation	100.00	**
10145	BP	Pantastic	Perform at Food & Drink event 4/5/24	120.00	^^
10146	BP	Rosiez	Refreshments for PACT sessions	360.00	^^

10147	BP	Npower	Electric Events Hub Apr24	175.14	****
10148	BP	Daydream Designs	Website Tech Support May24	94.80	****
10149	BP	Flintshire County Council	Council Offices Business Rates 1 of 2 2024/25	4,130.16	****
10150	BP	Holywell Garden Centre	Stage & Parasols Food & Drink event 4/5/24	280.00	^^
10151	BP	Holywell Garden Centre	Pull Test Brackets for Wales in Bloom	275.00	^^
10152	BP	Holywell Garden Centre	Parasol Repairs & Feet/Grips	596.00	^^
10153	BP	Stamford Gate Hotel	Annual Meeting Buffet	390.50	^^
10154	BP	Holywell Market Group	Event Grant - Holywell Market Special Day 30/5/24	500.00	^^
10155	DD	Yu Energy	Gas Bank Place Apr24	128.06	****
10156	DD	Opus Energy	Gas Bank Place Apr24	164.24	****
10157	DD	Welsh Water	Water 12/13 Bank Place Nov-Apr24	68.11	****
10158	DD	Welsh Water	Water 14 Bank Place Nov-Apr24	82.62	****
10159	DD	Corona Energy	Electric 12/13 Bank Place Apr24	72.55	****
10160	DD	EDF Energy	Electric 14 Bank Place Apr24	23.80	****
10161	DD	EDF Energy	Electric 12/13 Bank Place Apr24	191.48	****
10162	DD	British Telecom	Phone & Broadband Bank Place May24	79.66	****
10163	DC	Tesco	Refreshments	17.55	****
10164	DC	Ionos Cloud	Office Premium/Mail Pro	100.59	****
10165	DC	Tower Crafts	Stationery	1.69	****
10166	DC	Tesco	Refreshments	1.20	****
10167	DC	C.M. Scott	Engrave Mayors Plaque	16.85	****
10168	DC	Tesco	Refreshments	0.90	****
10169	DC	Tesco	Refreshments	0.90	****
10170	DC	Zoom	Zoom Pro Subscription	15.59	****
10171	DC	Amazon	A4 Photo Frames	31.99	****
10172	DC	Tesco	Refreshments	1.80	****
10173	DC	Amazon	Charity Buckets	71.88	****
10174	DC	Amazon	Stationery	2.65	****
10175	DC	Amazon	Sign Holders	20.99	****
10176	DC	Amazon	Charity Box/Cable Ties	33.89	****
10177	DR	HSBC Bank	Bank Charges Apr24	8.00	****
			TOTAL	20,222.96	

INCOME/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – MAY 2024

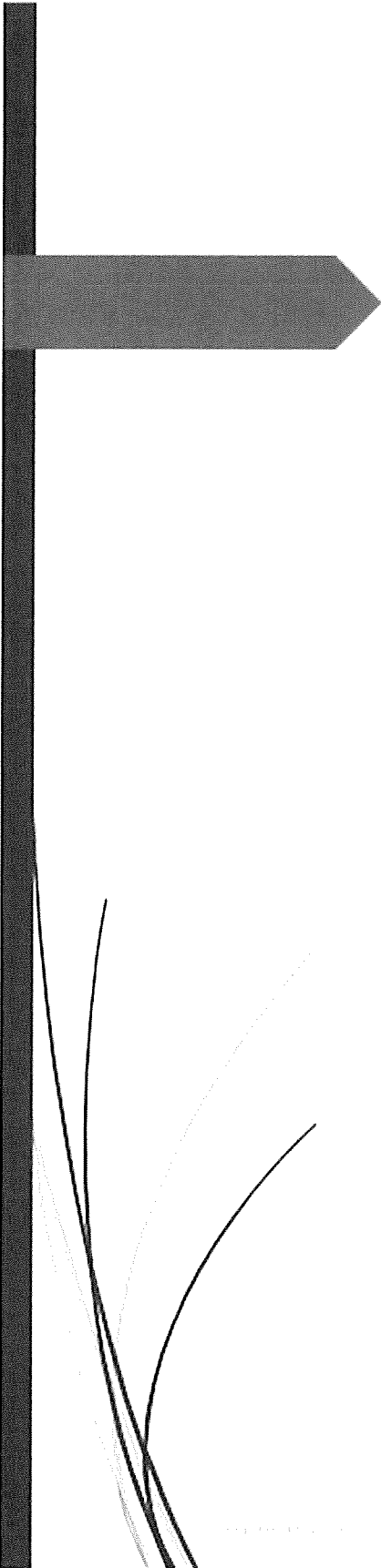
Date	Category	Name	Payment Details	Amount £
14/05/24	INCOME	Multiple Debtors	Eco Uniform Donations	100.00
			TOTAL	100.00

Powers to Make Payments:

*	The Independent Remuneration Panel for Wales (IRPW) Regulations for the remuneration of members and co-opted members of relevant authorities – Part 5 Community/Town Councils
//	Local Government Act 1948 S.33
///	Local Government Act 1972 S.34
**	Local Government Act 1972 S.137
***	Local Government Act 1972 S.112, 151
****	Local Government Act 1972 S.133
^	Local Government Act 1972 S.111
^^	Local Government Act 1972 S.144, S.145
^^^	Local Government (Miscellaneous Provisions) Act 1976 S.19
^^^^	Local Government Act 1972 S.143
*^	Local Government Act 1972 S.140
**^	Local Government Act 1972 S.176
***^	Local Government Act 1972 S.13
^^	Local Government Act 1972 S.34
**^^*	Local Government (Misc. Provisions) Act 1953 S.4
^^**	Local Government Act 1972 S.173, S.174
^^^*	Local Government (Miscellaneous Provisions) Act 1976 S.4
<	Local Government Act 1972 S.124
#	Local Government Act 1972 S.142
##	Representation of the People Act 1983 S.34 (repealed by Representation of the People Act 1985)
###	War Memorials (Local Authorities' Powers) Act 1923
####	Litter Act 1983 S.5-6
*****	Local Government & Rating Act 1997 S.31

9.2. Internal Audit Report – 2023/24 Financial Year

The year-end internal audit was completed in June 2024 by JDH Business Services Ltd and is attached. Members to consider any issues arising and the subsequent audit recommendations. Clerk to report on the details.



Holywell Town Council

Internal Audit
2023/24

JDH BUSINESS SERVICES LTD

<http://www.holywell.gov.uk> info@holywell.gov.uk [01354 622222](tel:01354 622222)

The internal audit of Holywell Town Council is carried out by undertaking the following tests as specified in the Annual Return for Local Councils:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Review of year-end financial statements

The interim internal audit provides evidence to support the annual internal audit conclusion on the Annual Return for local councils.

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Ltd

June 9th, 2024

	ISSUE	RECOMMENDATION	FOLLOW UP
2023/24 year end internal audit			
1	The council has a policy of including grants received relating to a future financial year in 'income in advance' in the year-end Balance Sheet and accounts for 2023/24 these grants were: - Events grant £2,000 - Tower Gardens Steps Grant £2,500 - PACT grant £788 The simplified accounting rules and financial reporting applicable to this tier of local government do not generally recognise the principle of matching future income with future expenditure and therefore, the concept of Grant Income in Advance. Therefore, strictly speaking all grants are recognised as Income when they are <u>actually received</u> in the Annual Return accounts (in Box 3) and carried forward as an Earmarked Reserve until spent, when the matching expenditure is then reported in Box 6.	<i>The council should review its accounting policy with respect to grants received in advance of the actual expenditure in a future financial year.</i> <i>The council should consider recording grants in the accounts when the income is received and if they relate to a future financial year's expenditure, they should at the year-end also be included in an earmarked reserve.</i>	

	ISSUE	RECOMMENDATION	FOLLOW UP
2	The 2022/23 comparative for fixed assets in the Annual Return accounts is incorrect. The figure disclosed in the 2022/23 Annual Return was £628,045, however, £628,845 has been included as the comparative in the 2023/24 Annual Return.	<i>The Annual Return should be amended to disclose the correct 2022/23 fixed assets figure.</i>	
2023/24 interim internal audit			
1	The fixed assets register is not reviewed and approved by <u>council</u> annually.	<i>The fixed assets register should be presented to <u>council</u> as part of the year end information to be reviewed and approved.</i>	<i>Implemented for <u>2023/24 year end</u></i>
2	A review of governance and policies identified that the following had not been established at the council: • Expenses Policy • Gifts and Hospitality Policy	<i>The council should consider adopting an expenses policy, and a <u>a gifts and hospitality</u> policy, covering both officers and members.</i>	
<u>2022/23 year end internal audit</u>			
No further issues <u>arising</u> – a robust set of year end records have been maintained with a comprehensive audit trail to supporting information.			

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	ISSUE	RECOMMENDATION	FOLLOW UP
2022/23 interim internal audit			
1	The council correctly approached at least three providers for the railings contract undertaken in the year. Although the lowest quotation was not accepted, the minutes or procurement notes do not contain the rationale for selecting the contractor.	<i>The minutes should indicate the reasons why a lowest quotation has not been accepted, for instance, by referring to the scores in a scoring matrix that assesses quotations for a <u>number of criteria</u> rather than just price.</i>	<i>No further procurement issues identified in 2023/24</i>
2	In July 2022 a £500 cash donation was made to a market group using a payment card to secure the cash. Financial Regulations do not specifically authorise cash donations with a payment card.	<i>Wherever possible cash donations should not be made as organisations should have established bank accounts to allow for <u>cheque</u> or internet payments.</i>	<i>Implemented</i>
3	There is no current signed SLA in place for the annual services provided by the garden centre.	<i>A signed SLA should be established with the garden centre to ensure the services required are formally defined in <u>an</u> agreement.</i>	<i>Implemented - SLA established</i>
<u>2021/22 year end internal audit</u>			
1	The current fidelity cover in the insurance policy is £250k. However, maximum projected cash and bank balances for the next financial year are £254k. This is	<i>The adequacy of the level of fidelity cover should be reviewed annually as part of the annual risk assessment by estimating maximum cash and bank balances for the</i>	<i>No longer relevant as balances have reduced materially in 2022/23 from £151,074 in 2021/22 to £121,835 in 2022/23.</i>

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	ISSUE	RECOMMENDATION	FOLLOW UP
	calculated as the year end cash and bank balances plus the estimated next precept instalment.	<i>next financial year. This is a requirement of the Financial Regulations as per below:</i> <i>15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.</i> <i>The council should consider increasing the current level of fidelity cover if maximum projected cash and bank balances continue to increase.</i>	
2	The council did not carry out an annual physical verification of fixed assets recorded in the asset register as required by the following Financial Regulation: 14.6 The continued existence of tangible assets shown in the (Asset) Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.'	<i>The Financial Regulations for fixed assets should be complied with and evidence should be retained for the annual asset verification check for audit purposes.</i>	<i>Movements including additions and disposals identified by the council from review of fixed assets clearly identified in 2022/23 asset register.</i>
2021/22 interim internal audit			
1	Budgetary Control 1.) The current quarterly budgetary control information does not include a	<i>The council should review the format of the budgetary control information to ensure it enables effective management of the income and expenditure budgets during the financial</i>	<i>No further issues relating to budgetary control identified in 2022/23 internal audit</i>

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	ISSUE	RECOMMENDATION	FOLLOW UP
	column for budgeted spend to date (no commitment accounting is used or other estimation technique). Therefore, the projected variance reported to council is simply the annual budget less the spend/income to date. This information cannot provide the variances based on an estimated budget to date and expenditure or income to date. <u>Therefore</u> any explanations of variances provided to council would have limited value as like is not being compared with like. 2.) The Financial Regulations state the following with respect to budgetary control: 4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £500 or 20% of the budget. The current budgetary control information includes a column for just	<i>year, and that variances compare estimated budget spend to date and actual income/expenditure to date. (We understand Rialtas, the accounting software provider, are updating the budgetary control reporting function to provide improved management information reports).</i> <i>All variances then calculated above the £500 or 20% thresholds should be explained as required by Financial Regulations.</i>	

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	ISSUE	RECOMMENDATION	FOLLOW UP
	the £500 variation criterion and there are no written explanations of variances above this threshold with <u>he</u> information.		
3	The invoices supporting the Kennedy & Son vouchers <u>cast</u> to £875 which does not match the payment of £880.	<i>Council should ensure payments reflect the exact amount invoiced by suppliers and providers before payment.</i>	<i>Implemented - No further issues relating to invoices identified in 2022/23 interim internal audit</i>
<u>2020/21 year end internal audit</u>			
1	Members have not been able to carry out reviews of payroll by comparing payments to underlying documentation due to the pandemic and the associated restrictions in place.	<i>It is important that periodic detailed checks of payroll costs by members is resumed as soon as possible.</i>	<i>Implemented</i>
2	Budgets and reserves: - There is an annual budget for election costs but there is no certainty as to whether there will be zero, one or more elections every year - The budgets for payroll are not analysed across the various payroll cost centres set up in the RBS ledger for management reporting	<i>The council should consider whether establishing an earmarked reserve for election costs would be appropriate rather than setting an annual budget for the item.</i> <i>The payroll costs should be analysed fully to the detailed payroll cost centres. This would improve the likelihood of identifying an anomaly with net pay, employer NIC or</i>	<i>Implemented</i>

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	ISSUE	RECOMMENDATION	FOLLOW UP
		<i>pensions costs as part of budgetary control reporting to members.</i>	
3	The risk assessment does not address the risks of supplier fraud. Most standard local council policies do not cover supplier fraud. The supplier fraud risks can be managed via appropriately robust policies and procedures. Examples of prevention actions include: - training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information. - establish a rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. A person should be authorised to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change - periodic review of supplier accounts should also be undertaken to remove any	<i>The risk assessment should be updated to include supplier fraud including the adequacy of supplier onboarding controls.</i>	<i>Implemented</i>

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	ISSUE	RECOMMENDATION	FOLLOW UP
	dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments. - checking address and financial health details with Companies House - checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account		
2020/21 interim internal audit			
1	The council Financial Regulations require the following with respect to medium term financial <u>planning</u> : <i>'s3.2. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.'</i> However, there is currently no three year rolling financial plan in place.	<i>A rolling <u>three year</u> financial plan for revenue and capital should be developed as required by the Financial Regulations.</i>	<i>Implementation in progress</i>

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	ISSUE	RECOMMENDATION	FOLLOW UP
2	There was no cybersecurity policy in place at the time of the interim internal audit. A draft policy has now been developed for adoption by council.	<i>After adoption, the cybersecurity policy should be reviewed annually to ensure the latest cybersecurity risks and measures are incorporated into the policy.</i>	<i>Implemented</i>
3	The council is party to <u>a number of</u> contracts with varying lengths and conditions.	<i>The council should establish <u>a contracts</u> register which should be regularly reviewed to identify those contracts where the upcoming end date signifies that a tender or quotation process is required, or whether a decision is needed regarding an extension which is provided for in the contract terms.</i>	<i>Implemented</i>
4	The VAT number of suppliers for material contracts are not verified before entering into the contract.	<i>A VAT fraud prevention check should involve verification of the VAT number and address details of a new major supplier before entering into a material contract.</i>	<i>Implemented</i>

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9.3. Annual Return, Year End Accounts & Governance Statement - 2023/24
Financial Year

Members to consider approval of the attached accounting statements and annual governance statement. Income and Expenditure Account and Balance Sheet also attached for information. Clerk to report on detail.

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2024

Accounting statements 2023-24 for:

Name of body: **HOLYWELL TOWN COUNCIL**

	Year ending		Notes and guidance
	31 March 2023 (£)	31 March 2024 (£)	
Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.			
Statement of Income and expenditure/receipts and payments			
1. Balances brought forward	151,074	121,835	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	254,850	275,000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	17,487	16,817	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	108,136	111,617	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses
5. (-) Loan interest/capital repayments	14,000	14,000	Total expenditure or payments of capital and interest made during the year on external borrowing (if any)
6. (-) Total other payments	179,440	163,681	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5)
7. (=) Balances carried forward	121,835	124,354	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
Statement of balances			
8. (+) Debtors	13,264	11,744	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	131,887	125,488	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held <u>at</u> 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	23,316	12,878	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	121,835	124,354	Total balances should equal line 7 above: Enter the total of (8+9-10)
12. Total fixed assets and long-term assets	628,045	632,691	The asset and investment register value of all fixed assets and any other long-term assets held as <u>at</u> 31 March.
13. Total borrowing	56,000	42,000	The outstanding capital balance as <u>at</u> 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2024, that:

	Agreed?		'YES' means that the Council:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: - effective financial management during the year; and - the preparation and approval of the accounting statements.	Yes		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	Yes		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.	Yes		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	Yes		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes		Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	Yes		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council and, where appropriate, have included them on the accounting statements.	Yes		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	Yes		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6
		N/A		

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2023-24 was £9.93 per elector.

In 2023-24, the Council made payments totalling £ 6,036.82 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014

Certification by the RFO I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2024.	Approval by the Council I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:
RFO signature:	Minute ref:
Name: Jason Baker Date:	Chair signature: Name: Linda Corbett Date:

Annual internal audit report to:

Name of body: **HOLYWELL TOWN COUNCIL**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2024.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.					
2. Financial regulations have been met, payments were supported by invoices, expenditure was <u>approved</u> and VAT was appropriately accounted for.					
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.					
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.					
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.					
6. Petty cash payments were properly supported by <u>receipts</u> , expenditure was approved and VAT appropriately accounted for.					
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.					
8. Asset and investment registers were complete, accurate, and properly maintained.					

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.					
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded					
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.					

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:					
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not

(My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated _____) * Delete if no report prepared

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

Signature of person who carried out the internal audit:

Date:

Holywell Town Council

Income and Expenditure Account for Year Ended 31st March 2024

31st March 2023		31st March 2024
	Income Summary	
254,850	Income - Local Tax Precept	275,000
254,850	Sub Total	275,000
	Operating Income	
829	Establishment	2,330
41	Council Offices	149
15,662	Grants/Donations	12,928
955	Events	1,410
272,337	Total Income	291,817
	Running Costs	
147,085	Establishment	140,585
18,667	Council Offices	22,808
1,501	Community	591
4,057	Civic	4,007
5,555	Grants/Donations	8,720
2,402	Members	3,762
907	Environment	90
35,121	Events	26,986
22,320	Play Areas	22,755
8,252	Wales in Bloom	7,112
20,985	Christmas Lights	24,791
60	Woodland	1,250
15,459	CCTV	14,887
10,000	Community Asset Transfer (CAT)	10,000
9,206	Events Hub	952
301,576	Total Expenditure	289,298
	General Fund Analysis	
151,074	Opening Balance	111,835
272,337	Plus : Income for Year	291,817
423,411		403,651
301,576	Less : Expenditure for Year	289,298
121,835		114,354
10,000	Transfers TO / FROM Reserves	0
111,835	Closing Balance	114,354

14/05/2024

Holywell Town Council

10:47

Balance Sheet as at 31st March 2024

31st March 2023

31st March 2024

31st March 2023		31st March 2024	
Current Assets			
12,514	VAT Control A/c	10,036	
750	Prepayments	736	
0	Accrued Income	972	
79,964	Current Bank A/C 11008722	71,535	
10,000	Moneymrket Bond A/C 30887161	10,391	
41,923	Moneymarket Bond A/C 00710997	43,562	
145,151		137,232	
145,151	Total Assets		137,232
Current Liabilities			
9,115	Accruals	7,590	
14,201	Receipts in Advance	5,288	
23,316		12,878	
121,835	Total Assets Less Current Liabilities		124,354
Represented By			
111,835	General Reserves		114,354
10,000	Earmarked Reserves		10,000
121,835			124,354

The above statement represents fairly the financial position of the authority as at 31st March 2024 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible
Financial

Date : _____

10. COMMUNITY ENGAGEMENT

10.1. Monthly Report Prepared By Deputy Clerk

1) Tower Garden Steps

A handout will be provided at the meeting that shows the proposed layouts and design.

Members to endorse the proposed designs and phrases and select their preferred option for the upper steps.

2) PACT Funding

The current level of funding and proposed activity which has run for 8.5 months is due to end in and around 19th July. Numbers have dropped over the past couple of weeks and reasons why are being explored. Prior to that, numbers have regularly been between 10 and 20 young people per session. The Police have identified that levels of ASB involving the young people attending these sessions has dropped, but an older age group of 18yrs plus are causing some issues. The next meeting of the PACT Group is due to take place early July when the idea of a weekly outreach programme over the school holidays will be discussed.

Members to determine a way forward for ongoing youth engagement/PACT activity group with comments to be fed back to PACT working group meeting in July

3) "Putting Holywell on the Map"

Feedback from initial meeting with Jim Jones NW Tourism

It was great catching up with you today. I've cc'd my team who will be supporting you throughout this process.

I'm eager to begin stakeholder engagement soon, but it would be beneficial to have some material to share during meetings.

Our focus will be on identifying Tourism & Hospitality businesses in Holywell, along with organising the following:

- Tourism & hospitality stake holder meeting, we will research businesses to work with.
- Inviting me to the Business Forum.
- Arranging meetings with community groups and town councils.

The goal is to gather feedback to craft a management & promotion plan tailored to Holywell.

We aim to develop 3 half to full-day itineraries covering attractions like St. James, St. Winefred, Greenfield Park, the historic high street in Flintshire, walking routes, and the Pilgrims trail.

After creating these itineraries, they will be featured on our Holywell webpage. Additionally, we plan to run a Social Media campaign called "Spotlight on Holywell," with a target of at least 4 posts monthly.

Banner ads and other promotional materials will also be designed. Once engagement increases, we will produce an "Adventures in North Wales Podcast" centered on Holywell.

Finally, we will conduct PR activities to showcase our collaborative efforts.

3) Meeting with Actif North Wales Flintshire Co-ordinator

Anrew Tower Co-ordinator asked during the meeting if the current make up of PACT group could form the basis of a local action group looking at physical activity, movement, and wellbeing. This could remain with a focus on young people and ASB due to the identified needs of Holywell. However, it could be expanded to include wider community groups bringing their insight to the table with physical activity and movement at the centre. The above would be great to set up but it could potentially also be the vehicle to discuss and distribute some of the Enabling Fund monies and essentially have local people deciding local action.

Members comments welcomed.

4) Actif North Wales Enabling Fund

Actif North Wales's Enabling Fund is being rolled out as part of our UKSPF funded pilot project focussing on a place-based approach to physical activity within Flintshire.

The fund is for community groups and organisations from Buckley, Holywell, and Shotton, and offers a chance for these communities to act quickly and can be used for host of things provided there is a 'line of sight' to physical activity and movement. For example, funds could be invested in purchasing small pieces of equipment to allow activities to be delivered/offered; small improvements to existing green spaces; support leadership, training or delivery costs for local people; increase volunteer capacity and upskill through training; or could part fund larger scale projects.

I have attached the following application forms that should be completed in full and returned.

1. Application form for those applying for up to £2.5k
2. Application form for those applying for over £2.5k

Any ideas for possible grant applications from members welcomed.

11. CORRESPONDENCE

11.1. Potential Relocation of Holywell Market

The Council have been asked for their views on the relocation of Holywell Market, from the High Street to Tower Gardens. The source email from Rachael Byrne, Flintshire County Council is attached below.

Re: Proposed Holywell Market Relocation – Holywell Survey

We have received correspondence from a retailer located on Holywell High Street asking us to consider relocating Holywell Market to Tower Gardens and opening the High Street to traffic each Thursday.

As you know, despite numerous attempts to grow the market over the years, the market remains small with a handful of traders. We agree that this is not an unreasonable request, and the proposal should be considered to support the town's wider retail and service offer.

We understand however that this is only one opinion and would therefore like to know the views of Holywell residents, businesses and Market traders before making any decision.

I wanted to make you aware in advance that we have engaged with Built ID; a mobile phone platform that will survey the people of Holywell and surrounding areas. The survey will go live on Thursday 20th June and remain open for 3 weeks to engage with as many local people as possible.

Once the survey goes live, I will send you the link and QR code to access it.

Please be assured that we will listen to the outcomes of the consultation in making our final decision and we would welcome your views directly.

11.2. Match Funding Scheme - Improvements to Children's Play Areas 2024/25

Members to consider the attached letter from Aura Leisure and confirm their support for the recommended play area improvement.



Mr Jason Baker
Holywell Town Council
Bank Place Offices
Holywell
Flintshire
CH8 7TJ

Via Email: town.clerk@holywell.wales

Yrwyddwr Cyt	
Our Ref: Cyt	RR/LB
Dyddiad	30 April 2024
Ardd/Schwyddwr	Richard Roberts
Eneddi Gofrestru	01352 702466
Email: Cyt	richard.roberts@aura.wales

Dear Clerk,

Match Funding Scheme Improvements to Children's Play Areas 2024/25

I am pleased to advise that Flintshire County Council has allocated £105,000 from its 2024/25 budget for the match-funding of improvement works to children's play areas.

Flintshire County Council and Aura wish to continue working in partnership with Town & Community Councils on a match-funding basis (£ for £) and seek expressions of interest for the 2024/25 scheme.

It is important that the County Council targets its future investment towards those sites of greatest need in terms of play deprivation and strategic importance. As per last year, the 2024/25 match-funding scheme is aligned to the recommendations of the independent play review completed in 2021 and based upon the following principles:

- Only sites identified by the play survey as requiring an upgrade and investment will be considered to meet the match-funding criteria.
- As with last year, expressions of interest in excess of £10,000 will continue to be considered for the 2024/25 match-funding scheme. Please note that such requests will be assessed on a case-by-case basis and must align to the County Council's investment strategy.

The County Council seeks support for and engagement with the match-funding scheme from all Town & Community Councils. Once this support is established, the County Council will recognise the additional play investment needs of towns and villages through the appropriate allocation of capital funding.

Working in partnership with...
Gweithio mewn partneriaeth gyda...



Mae Aura Leisure and Libraries Limited wedi'i gofrestru dan Deddf Cymdeithasau Cydweithredol a Budd Cymunedol 2014 (Rhif cofrestru 7610).

Aura Leisure and Libraries Limited is registered under the Cooperative and Community Benefit Societies Act 2014 (Registration No. 7610).

Aura Leisure and Libraries - Deeside Leisure Centre, Chester Road West, Queensferry, Deeside, Flintshire, CH5 1SA.
www.aura.wales

Aura Hamdden a Llyfrgelloedd, Canolfan Hamdden Glannau Dyddwy, Gorllewin Ffordd Caer, Queensferry Glannau Dyddwy, Sir y Fflint, CH5 1SA.
www.aura.cymru

To assist your members' match-funding decision, Aura's Play Design service has identified the following play area within your community as being most in need of investment:

- **Penrhyn Play Area**

In order that we have an agreed programme in place, I would be grateful if you can confirm your expression of interest to Richard Roberts, Aura's Play Design Officer, by 30 June 2024. The outcome of your expression of interest will then be reported back to you at the earliest opportunity. I also need to advise that Aura and the County Council cannot guarantee that all expressions of interest will be approved.

The 2024/25 match-funding scheme is being managed and delivered by Aura Leisure & Libraries Ltd in partnership with the County Council. Should you require any further information, please do not hesitate to contact Richard Roberts on 01352 702466 or via richard.roberts@aura.wales.

Thank you for your continued support of children's play.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'P Jones', with a long, flowing horizontal line extending to the right.

Paul Jones
Business Improvement & Performance Manager (Aura)

11.3. Playground Communication Boards

Members to consider the attached email, from Betsi Cadwaladr Health Board, and select a play area to install a communication board. Supporting papers and illustration follow.

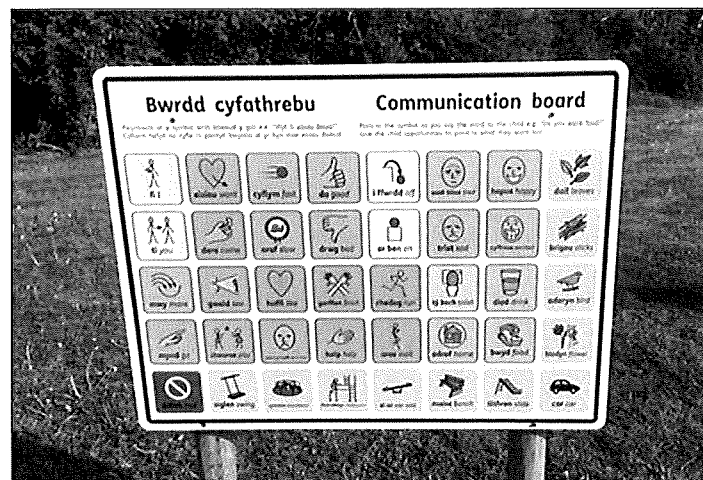
We are currently running an exciting project to develop Communication Boards across North Wales. This has been a great success in other parts of Wales. We have successfully secured funding from Welsh Government to support the printing of these boards and are beginning the process of linking in with Local Authorities/Councils to enquire about potential parks that might be interested. I've attached our letter explaining more about the project and a draft copy of a board so you can get a better understanding of the project.

We have already had communication boards fitted at Wepre Park and at Greenfield Valley Heritage Park. **We now have 13 boards left for the Flintshire area and would like to offer you 1x playground communication board to place in a playground in the Holywell area.**

The boards will be designed and printed for free, but it will require Councils to collect and plan installation and fitting of the boards e.g. posts/fixtures to railings etc. Please let us know if you would like to discuss by the end of this month as we hope to complete this project in the Summer.

All Wales Communication Board Project

We have an exciting project to increase the communication opportunities for children whilst they are playing in parks across Wales. This project aims to place communication boards in parks which gives children access to picture symbols which can support their understanding of language and communication. *Funding has been made available via Welsh Government's 'Talk with Me' project which will allow us to fund some communication boards for councils.*



Communicating and having an opportunity to express yourself is a basic human right (Human Rights Act, 1998). There are many children in our communities who find communicating their wants and needs challenging. Speech and Language Therapists work with children who find communication difficult. It is recognised that having communication difficulties can lead to feelings of frustration and isolation.

When someone is not able to use the spoken word to communicate, they might use an augmentative and alternative communication method (AAC). These include any methods that are not the spoken word. Pictures and/or symbols are used frequently to support individuals in expressing themselves when they might not otherwise be able to do so. Children with a wide range of communication difficulties benefit from some method of AAC. It is widely evidenced that providing visual support for children with communication difficulties is beneficial to them.

When working with children and families in our communities, we speech and language therapists encourage communication to be supported in real everyday life situations. This can be the best way of promoting language development and/or supporting the learning of alternative methods of communication.

We know that many of our children access play parks and believe that displaying these boards in public places will encourage this participation and increase opportunities for communication. It is noted in the research that being supported within the community can impact positively on an individual's quality of life (Raphael, Brown, Renwick, & Rootman, 1996). Being supported to participate in all aspects of life within the community promotes the development of children's social relationships (Brown and Gordon, 1987). In addition, we also believe that placement of these symbolic communication boards within public places will increase the public's awareness of the symbolic communication methods that are used by many individuals in our communities.

It is important that children are able to express themselves within play activities. It has been noted that children who use AAC face additional challenges to participation because they require different methods of support (Batorowicz et al, 2006). These communication boards aim to support interactions between children and their families during their time at the play parks. They will support inclusion for all children.

The Boards

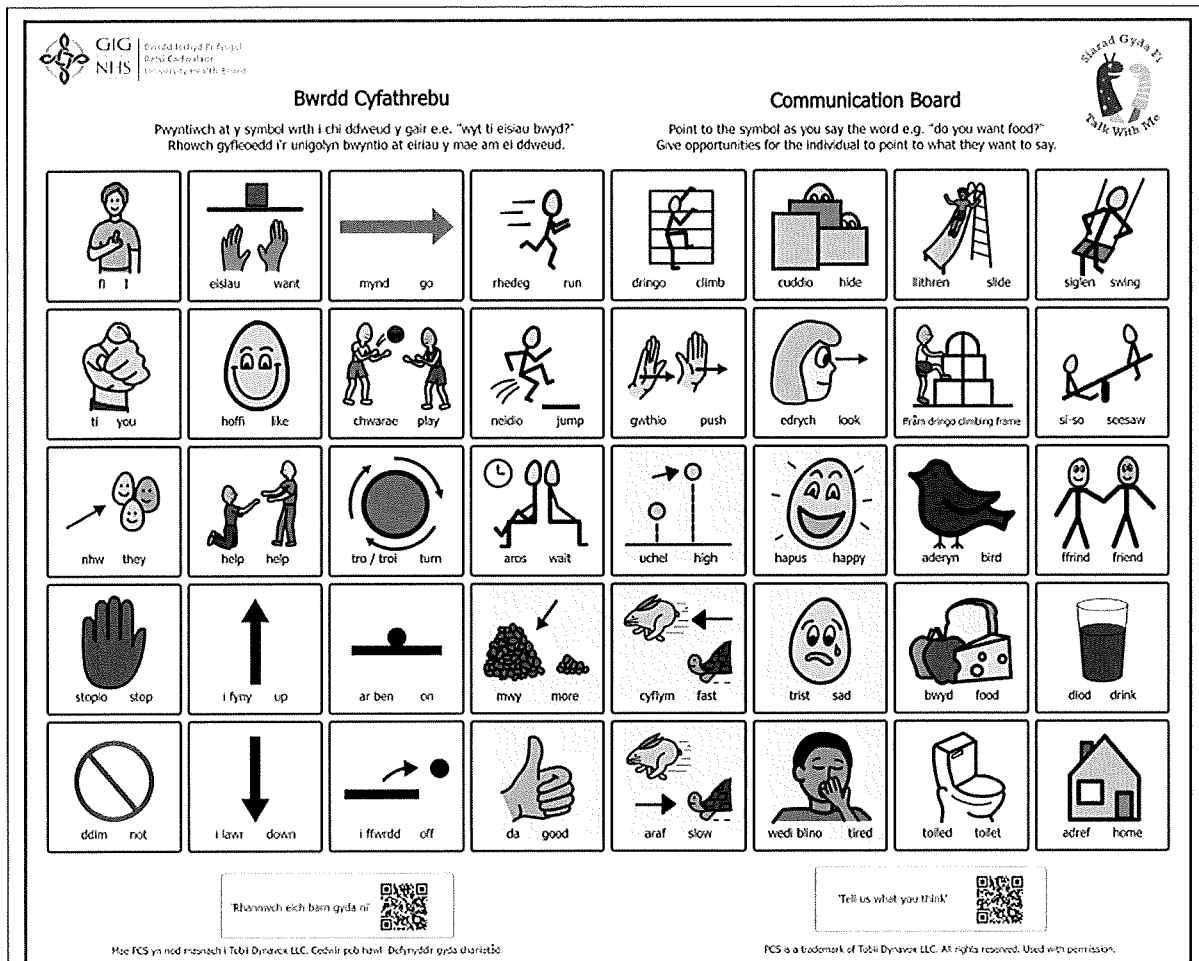
These communication boards contain a range of useful words specifically chosen to support children and their families within a park. The boards contain symbols, and the written word in both Welsh and English. These boards have been designed by a group of highly specialist speech and language therapists.

These communication boards will-

- Support children's understanding of what people are saying to them
- Allow children to point to symbols to let others know what they want to say
- raise awareness of the hidden disability that is communication difficulty
- support bilingual language learning

- make our play areas more inclusive

The boards themselves are 3ft x 2ft and are printed onto weatherproof aluminum composite board. They would be placed at a child-friendly height. These have been typically affixed to a fence by screws or in many places using cable ties.



11.4. Email from PCSO James King, North Wales Police

Members to consider the attached request for a meeting, and if appropriate nominate councillor(s) to attend.

I am writing to bring your attention to multiple instances and reports over the last week of sheep wandering down from Pen Y Ball and causing issues along Fron Park Road.

I would like to propose arranging a joint meeting between North Wales Police, the local farmer, and councillors, with the objective of discussing and implementing effective measures to prevent further instances and avoid and serious incidents.

Please could you advise on some dates and times which would be suitable?

11.5. 20mph Road Speed Limits

The Council has recently received two separate items of correspondence on the above matter which are attached below. Members to consider all aspects and agree any appropriate action.

Ken Skates AS/MS
Ysgrifennydd y Cabinet dros Drafnidiaeth a Gogledd Cymru
Cabinet Secretary for North Wales and Transport



Eich cyf/Your ref
Ein cyf/Our ref KSNWT/20mph

Llywodraeth Cymru
Welsh Government

To: Town and Community Councils
Cc: Cabinet Secretary for Housing, Local Government & Planning

05 June 2024

Dear Colleagues,

I am writing to encourage you to get involved in our listening programme on 20mph. This has been a really challenging period for transport in Wales and I recognise that councils have been at the frontline through some incredibly turbulent times.

As we have always acknowledged with a change of this scale, we were not going to get the speed limits on all restricted roads right from the start. We now want to support all highway authorities to get the right speed on the right roads and achieve more consistency across Wales on which roads should have a 30mph limit.

Against that backdrop, it is not surprising that some colleagues are cautious about reigniting the debate on 20mph at a time when it was beginning to calm down in some parts of Wales. I absolutely recognise those concerns and genuinely welcome that constructive criticism and challenge.

I want to build from the consensus that 20mph is right around schools, hospitals and in built up residential areas. Through partnership working and by supporting highway authorities to make changes where it is right to do so, I believe we can absolutely make 20mph a success story for Wales.

However, we cannot escape the fact that 20mph has served to polarise the people and communities we serve. Against that background, I felt we should take a step back and listen to the views of everyone involved. I take full responsibility for that reset, and it is not a reflection on highway authorities who have worked so hard on the implementation of this policy over the past two years and more.

To support the National Listening Programme I have instigated, we have published a [webpage](#) to help signpost people towards the relevant highway authority where they want to feedback on specific speed limits. Your local knowledge and community engagement make you key partners in this process.

Canolfan Cyswilt Cyntaf / First Point of Contact Centre:
0300 0604400

Bae Caerdydd • Cardiff Bay
Caerdydd • Cardiff
CF99 1SH

Goheblaeth.Ken.Skates@llyw.cymru
Correspondence.Ken.Skates@gov.wales

Rydym yn croesawu derbyn goheblaeth yn Gymraeg. Byddwn yn ateb goheblaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

I encourage you to contact your local council, or the Welsh Government for trunk roads, about any roads or streets in your communities where you feel the speed limit has not been correctly applied. You can view a map of all Welsh trunk roads on [DataMapWales](#).

We want you to let your highway authority know if you think a specific road should:

- change from 20mph to 30mph
- change from 30mph to 20mph
- stay at 20mph

When giving feedback please:

- be clear and precise about which section of road you are talking about
- give reasons for your views

In my discussions so far, it has become clear that in many areas only a handful of changes will be made, whereas in other places, more roads are likely to revert to 30mph.

Through the drumbeat of regional meetings we are putting in place with the support of Transport for Wales, and with the help of the County Surveyors' Society Wales, we want to co-create a framework that supports highway authorities to make the right decisions for local roads – particularly when those calls are finely balanced.

That framework will be published before summer recess. After the summer break, we will continue to support highway authorities in the implementation phase of assessing roads, making of traffic regulation orders and finally in the implementation of changes on the ground. We acknowledge that it may take several months from September onwards before we see any changes on the ground.

My officials will then focus on prioritising guidance for other speed limits where people live.

To enable us all to focus fully on speed limits, we are pausing work on the development of a new Road Safety Strategy and pavement parking.

Yours sincerely

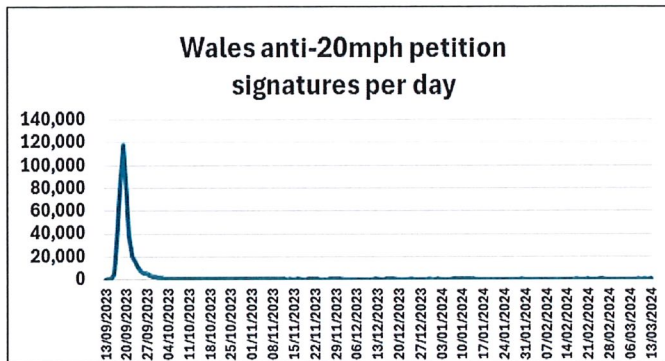


Ken Skates AS/MS

Ysgrifennydd y Cabinet dros Ddrafnidiaeth a Gogledd Cymru
Cabinet Secretary for North Wales and Transport

Thanks for 20: Update on Welsh speed limit review from 20's Plenty for your council

We trust that things are settling down with your 20mph speed limits. The change to the national default speed limit to 20mph on 17th September 2023 was a huge step forward in liveability, wellbeing and road safety for communities across Wales. As a result, most streets in urban areas and villages in Wales are now 20mph. Results so far show that speeds have slowed – by about 4mph on free-flowing roads – with less noise and pollution and more people feel willing to travel on foot. We understand that there have been fewer crashes, although these are harder to gauge at this stage.



As expected, there was some vocal opposition and some anomalies in changing so many roads at once. Almost all signatures (97%) on the Senedd petition against the 20mph default were in the first two weeks of implementation while many of the signs were being changed. By February 2024, just 16 additional signatures were being added a day across the whole of Wales: https://www.20splenty.org/w_fa08.

The review by the Welsh Transport Minister of the guidance to local authorities on setting exceptions was always planned. While the new ministers bring a fresh perspective, 20's Plenty is pleased to see that there is no change to the national default 20mph speed limit. As well as the possibility that the new guidance might lead to speed limits on some streets increasing by 50% from 20mph to 30mph, it may also be that some previously excepted 30mph streets will become 20mph.

We believe that the vast majority of your residents want to keep their 20mph street and that some living on streets that are still 30mph will want them to go down to 20mph. There may also be a few places where the safety needs of vulnerable road users are so well catered for that 30mph may be safe.

The Welsh Government has no power to set individual speed limits, other than on the strategic roads that they directly manage. It is your local council that has the power and responsibility to set a local limit that is different from the national 20mph default.

The Welsh Government has set up a website where changes can be suggested: <https://www.gov.wales/give-feedback-roads-20mph-speed-limit>. All suggestions must

include reasons for a change. We believe that this process ignores the views of vast majority of Welsh people who, while not agreeing with every speed limit, do accept them and welcome the overall benefits of the 20mph default.

What to do

As a Town and Community Council, this is a huge opportunity for you to endorse the national default 20mph limit and show that communities across Wales are saying “20’s Plenty”, by:

- Contacting us for help if your local authority proposes increasing the speed limit on a particular street which your community values at 20mph, or you believe a road was wrongly excepted at 30mph.
- Emailing your support to your Local Authority and members of Senedd - <https://senedd.wales/find-a-member-of-the-senedd/>, in particular ken.skates@senedd.wales, the Welsh Government Transport Secretary.
- Buying stickers and banners in English or Cymraeg at <https://www.20splenty.org/wresources> and distributing them to your residents to display and show support for 20mph.
- Reading our Frequently Asked Questions on Wales https://www.20splenty.org/w_faqs especially the guidance changes https://www.20splenty.org/w_faq09.
- Emailing wales@20splenty.org or calling Anna on 07572120439 for advice from 20’s Plenty for Us.

Thank you

Anna Semlyen, Adrian Berendt, Rod King and the 20’s Plenty for Us team

11.6. Reports/Correspondence Received

The following items have been received and are available for perusal from the Clerk. or marked ** if already circulated to Members:

Ref	Item	Status	Date Circulated
A	Flintshire County Council Updates	**	Various Dates
B	Welsh Government Updates	**	Various Dates
C	North Wales Police Alerts	**	Various Dates
D	One Voice Wales Updates & Training Courses	**	Various Dates
E	Planning Aid Wales Training Courses	**	Various Dates
F	OPCC Newsletters	**	Various Dates
G	Hannah Blythyn MS – Food Events Funding	**	15 May 2024
H	FLVC Bulletin	**	16 May 2024 & 13 Jun 2024
I	Post Office Limited - Bryn Y Gwynt Drop & Collect	**	17 May 2024
J	Mencap Learning Disability Week	**	17 May 2024
K	IRPW Tax Allowances	**	20 May 2024
L	Claim For Damages And Loss - Update	**	4 Jun 2024
M	Holywell Intervention Hub Workshop – Summary Note	**	4 Jun 2024
N	Awel y Môr newsletter May 2024	**	4 Jun 2024

O	Volunteer Befrienders	**	4 Jun 2024
P	Holywell Cemetery Complaint	**	4 Jun 2024
Q	"Have Your Say" Message – Holywell Town Centre	**	5 Jun 2024
R	Holywell Council Support for Holywell Leisure Centre	**	5 Jun 2024
S	Refurbs Buckley - Plant Swap & Sale 21 June	**	5 Jun 2024
T	Greenfield Valley Advert For New Trustees	**	6 Jun 2024
U	SaveTheHighStreet.org Event 17 June	**	7 Jun 2024
V	Thomas Pennant Society Update	**	10 Jun 2024
W	Fundraiser For St Kentigern Hospice	**	10 Jun 2024
X	National Blood Donor Week	**	11 Jun 2024
Y	Summer Playscheme Update	**	11 Jun 2024
Z	Dangerous Ash Tree In Fron Park, Holywell	**	13 Jun 2024

12. MEMBERS AGENDA ITEMS

Members to consider the following matters. Forms have been submitted by the Councillors to the Clerk and the details are summarised below:

Councillor	Subject	Motion
D. Thomas	Fron Park Road Cemetery Maintenance	Following recent complaints about the cemetery maintenance and the associated correspondence received, members to consider the Council writing to the Bereavement Services Manager, to outline the Council's concerns and request steps are taken to prevent any recurrence.
P. Curtis	Fron Park Lighting Provision	Residents have raised concerns about the lack of lighting in the cemetery, and the potential for this to impact negatively on anti-social behaviour. Members to consider the Council writing to FCC Streetscene to request lighting provision in the relevant areas of the park.

13. REPRESENTATIVE REPORTS

To receive reports from Members officially appointed to represent the Council on outside bodies/at specified meetings, not otherwise covered on the Agenda.

14. COUNTY COUNCILLOR REPORTS

To receive County Councillor updates on any relevant County issues affecting the community of Holywell, not otherwise covered on the Agenda.

15. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF PUBLIC AND PRESS

To consider passing a resolution to exclude the public and press for agenda item 16, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted arising from the sensitivity of the financial information presented.

16. APPLICATIONS FOR FINANCIAL ASSISTANCE

- **Schedule A** Donations granted 1/04/19 – 31/03/24
- **Schedule B** Budget Provision 2024/25 & Donations Paid To Date
- **Schedule C** Financial Assistance Applications – June 2024

SCHEDULE A - Donations to Organisations 01/04/19 – 31/03/24

Ref	Organisation	2019/20 £	2020/21 £	2021/22 £	2022/23 £	2023/24 £
1	50+ Action Group Flintshire	100	-	-	-	-
2	B-Fest	400	-	-	-	-
3	Carmel Bowling Club	300	300	-	-	200
4	Carmel Cricket Club	-	250	-	-	-
5	Carmel & Holywell Woodcraft Assoc.	-	-	-	-	500
6	Citizens Advice Flintshire	1,000	750	1,000	1,000	-
7	Delyn Gymnastics Club	500	-	500	-	-
8	Flintshire Foodbank	-	250	-	-	-
9	Fron Park Bowling Club	250	-	-	-	300
10	Greenfield FC Youth	300	-	-	-	500
11	Greenfield Football Club	-	500	-	500	500
12	Headway Flintshire	500	-	-	-	-
13	Holywell AC Christmas Activities	300	-	-	-	-
14	Holywell Autumn Club	300	-	-	-	-
15	Holywell Town Football Club	-	-	-	-	500
16	Holywell Town FC Girls	300	-	-	-	-
17	Holywell Town FC Ladies	500	-	-	-	-
18	Holywell Town FC Youth	300	-	-	-	-
19	Holywell Market Group	-	-	200	-	500
20	Holywell Sewing & Knitting Group	300	-	-	-	-
21	Home Start Flintshire	-	-	-	500	-
22	Hope House Hospice	-	200	-	-	-
23	Kids Cancer Charity	-	-	-	-	500
24	Kings Head CIC	460	-	500	-	500
25	Merched Y Wawr	-	-	-	-	150
26	Music 4 Youth	-	-	-	-	500
27	Point Of Ayr Mining Museum	-	-	-	-	470
28	Samaritans	-	-	200	-	-
29	Scouts Cymru	-	-	-	400	200
30	St. Kentigern Hospice	-	200	-	-	-
31	Thomas Pennant Society	200	-	-	300	-
32	Toe to Toe	500	-	-	-	-
33	Transition Holywell & District	250	-	-	-	-
34	Urdd Gobaith Cymru	-	-	100	-	-
35	Wales Air Ambulance	-	-	-	200	200
	TOTAL	6,760	2,450	2,500	2,900	5,520

SCHEDULE B - Donations Budget & Paid To Date 2024/25

Ref	Organisation	£
	Budget	7,000
	Paid To Date	
1		
2		
3		
	Total Paid	0
	Balance Remaining	7,000

SCHEDULE C - Applications for Financial Support – June 2024

Ref	Organisation	Amount Requested £	Previously Supported (Last 5 Years)
1	Cambria Band	500	No
2	Carmel Bowling Club	888	Yes
3	Carmel Cricket Club	500	Yes
4	Carmel & Holywell Woodcraft Association	500	Yes
5	Fron Park Bowling Club	300	Yes
6	Holywell Swimming Club	500	No
7	Holywell Town Football Club	485	Yes
8	Kings Head CIC	500	Yes
9	Point Of Ayr Mining Museum	249	Yes
10	Thomas Pennant Society	300	Yes
	TOTAL	4,722	

The Council's grant awarding policy can be found on the website. Copies are also available to members from the Clerk on request. The Council's Financial Assistance Working Group will review all new applications in line with the policy guidelines and make appropriate recommendations to the meeting.

NOTE: The official minutes of the meetings of Holywell Town Council are available for public inspection on the Council's website www.holywell.wales. Copies are also available at the Council's Bank Place Offices (entrance from the Tesco car park - door 13) during normal office opening hours. Contact telephone number (01352) 711757.